

June 14, 2006

Mr. Joe Ortwerth
County Executive
St. Charles County
100 North Third Street, Room 318
St. Charles, Missouri 63301

Mr. Walter Tate, Chair
St. Charles County Region Workforce
Investment Board
Controller for Rx Systems, Inc.
121 Point West Blvd.
St. Charles, Missouri 63301-4409

Dear Mr. Ortwerth and Mr. Tate:

The Division of Workforce Development (DWD) has completed the review of your Performance Improvement Plan (PIP) for the St. Charles County Region and has approved it through the local plan modification process. The effective date will be July 1, 2006.

Through the sanctioning process, the state requires that you continue monitoring your performance activity on a weekly basis through Program Year 2006 (PY'06), or until further notice. In the PIP, it was agreed that formal performance measure reports would be placed on each Workforce Investment Board (WIB) meeting agenda and presented to the full board to ensure the WIB's oversight responsibility is fulfilled in meeting the new negotiated approved performance measures for 2005 and 2006. The region will then forward the minutes of these full council and oversight committee WIB meetings, along with the staff weekly reports to DWD. These reports should be forwarded to Sue Sieg.

The region requested a waiver to develop an initiative demonstrating use of common measures in the local area in lieu of the Adult Performance Measures as calculated in the Workforce Investment Act. As you are aware, DWD is waiting on waiver approval from the U.S. Department of Labor (USDOL) on a similar request, so at this time, DWD cannot grant a waiver on common measures.

Enclosed is a draft document that DWD is piloting to the local regions who have been sanctioned as a method of "validating" the new registrants and exiters by social security number. This provides more up-to-date information than what is found through the historical data provided by the Quarterly Performance Measure Reports because this report will allow the region to "validate" their activity against the state's Toolbox system.

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Included for the St. Charles Region is the Adult report for the period of January – March 2006, and then for the cumulative months of April and May 2006. Please review and compare this information to your internal management system. According to these reports, January-March 2006, you have five new Adult registrants, and only one Adult during the April-May period. DWD is concerned with the minimal amount of new activity that will be affecting your performance during Program Year 2006.

In the region's PIP, you identified thirteen recommendations to increase your adult enrollments. In your next report to DWD, please evaluate these mechanisms and tell us why these are not working, ensuring that your next staff meeting addresses the weaknesses you are finding in improving performance. As an example, the Case Management Summary Report shows the Career Assistance Program (CAP) engagement rate for St. Charles County is decreasing. What connections are being made with the CAP provider for co-enrollment?

Thank you for your diligent work in completing this process. DWD staff will continue to monitor your performance and continue dialogue with Don Holt and Karen Grim. Once you have reviewed this information, please contact Clinton Flowers (573) 526-8261 so we may address the concerns you have over the reporting information and our concerns over the lack of activity.

Sincerely,

Roderick Nunn
Director

Enclosure

RN/SS/JC

c: Don Holt